

1520.09 Secondary Negotiations and Agreements

Issued January 1, 1994

SUBJECT: Secondary Negotiations and Agreements.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To ensure that departments conducting secondary negotiations negotiate over approved topics, and to inform them of the steps necessary to obtain approval for the negotiated agreements.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of the State Employer (OSE).

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SUMMARY: This section specifies the procedures to ensure that departments engaged in secondary negotiations negotiate over approved subjects and obtain approval for the final secondary agreement.

APPLICABLE FORMS: None.

PROCEDURES:

Department:

- Notifies the OSE of a request from a union to enter into secondary negotiations, or when the department desires to enter into secondary negotiations. Contacts the contract administrator responsible for the labor agreement.

OSE:

- Contract administrator provides the department with a list of topics delegated to secondary negotiations from primary negotiations. Only topics which have been properly delegated may be negotiated at the secondary level.

Department:

- Keeps the OSE contract administrator informed of progress in the negotiations. OSE should be notified if issues of state wide significance are raised or if any question arises regarding appropriate subjects for negotiations. When a final agreement is reached, submits the agreement to the OSE for approval. If agreement cannot be reached, contact OSE for assistance with Impasse proceedings.

OSE:

- On receipt of a completed secondary agreement from a department, the contract administrator reviews it. If approved by the OSE, and when proof of union membership ratification is provided by the union, forwards the agreement to the Civil Service Commission for its approval. If such approval is given, notifies the department and the union.
- If agreement is not reached, the OSE will consult with the department regarding Impasse proceedings.

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Procedure 1520.09